

# Dreel Halls

## Building User Guide

### A Word About Our Halls

Dreel Halls is owned by our community charity, Anstruther Improvements Association, and run by volunteers. We want to keep the hire price low so that it is accessible to the many, not the few. For this reason, we operate on a DIY basis – hirers are expected to leave the halls in the condition they find them. This means putting the furniture back exactly where it was, washing up anything you use and putting it away, taking your rubbish and recycling with you etc.

**It also means cleaning the toilets and mopping the floors if necessary.**

Running the halls this way ensures that as many people as possible can afford to enjoy Dreel Halls.



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# Emergency Action

## Emergency Services

For all three emergency services please call 999 and ask for fire, ambulance or police.

## Life Saving Defibrillator

The nearest defibrillator is outside CarpetSun Ltd, 2 Rodger Street, Anstruther, KY10 3DU.  
What3Words location of defibrillator: [///gambles.plant.bumps](#).

## Address for Dreel Halls

The building address is: Dreel Halls, High Street West, Anstruther, **KY10 3DJ**.

What3Words location of Dreel Halls: [///kite.lungs.confining](#).

## NHS 24

Please call 111

*\*\*Once you have contacted the appropriate emergency service, please contact an AIA Representative using the contacts list.*

# Key Contacts

Anstruther Improvements Association Board of Trustees	
Christine Palmer (President)	07846 225811 / 01333 631193
Alan Stewart (Trustee and volunteer caretaker)	07708 770878
Kate Anstruther	07976 945316
Jennifer Gordon (Vice President)	07791 274287
Chloe Milne	07944 547862
Elizabeth Riches	07720 717111
Community Development Worker	
Julia Priestley	07497 370556

# Dreel Halls Emergency Fire Action Plan (EFAP)

All hall hirers receive a copy of the EFAP when booking/reserving Dreel Halls; in agreeing to the terms and conditions you are confirming that you have read these and will act as the responsible person in the event of an evacuation/alarm. If you did not receive a copy, please make the AIA aware of this. There is also a copy of the EFAP in the magazine file in the GF kitchen and attached to the wall at all fire exits.

In the event of a fire please follow instructions in the EFAP, the assembly point is in the graveyard on the south side of the Lower Hall.

# Dreel Halls Emergency Fire Action Plan (EFAP)

The fire alarm panel is located on the wall just inside the emergency escape at the end of the ground floor corridor near the WCs. It will display which detector has triggered the alarm (the floor plan on the wall beside the alarm panel shows the various zone locations).

If you are satisfied that there is no fire, or all the occupants have been evacuated, the alarm can be silenced. Press any number button on the panel to activate and wake up the system, then enter the code '2222' followed by 'enter' and then pressing 'Silence Alarm'.

**Once you have silenced the fire alarm, please contact an AIA Representative.**



# Dreel Halls Emergency Fire Action Plan (EFAP)

**\*\*\*IMPORTANT\*\*\***

**To ensure fire safety at all times:**

- **The glass front doors of the building MUST REMAIN UNBOLTED while Dreel Halls is in use.**
- **The fire door between the ground floor kitchen and the corridor to the WCs must NOT be held open if the First Floor is occupied.**
- **Please ensure ALL fire exits and doorways are kept clear of furniture or obstructions when using the building for everyone's safety.**



# Fire Exits

Please ensure all fire exits and doorways are kept clear of furniture or obstructions throughout your hall hire for everyone's safety. Vehicles parked at the corner of the building for loading or unloading must be moved to a permanent car parking space as soon as possible and not block the rear fire exit at any time when the building is occupied.

Please note that on windy days the fire exit door at the end of the GF corridor near the WCs has a tendency to get caught by gust of wind and blown open with force, which could break the restrictor and/or hinges. Please open this door with caution and do not leave it open and swinging.

# Accidents or Incidents

Dreel Halls First Aid Box and Accident Register are located in the ground floor kitchen cupboard next to the microwave.

All accidents, incidents and near misses should be reported to Alan Stewart or Christine Palmer (AIA Trustees) immediately with all details recorded in the Accident Register.

# Building Procedures

## Key Safe

Each building user group or hall hirer has a unique code for the key safe. If you have been given a key safe code for access, please do not share this code with others.

The key safe is located on the exterior window frame at the far end of the building at the corner of Elizabeth Place and High Street West, across the road from the shell-decorated Buckie House. The key safe contains the front door key for the halls.

Please ensure you return the key to the key safe when you have finished using it.



# Building Procedures

## Front Doors

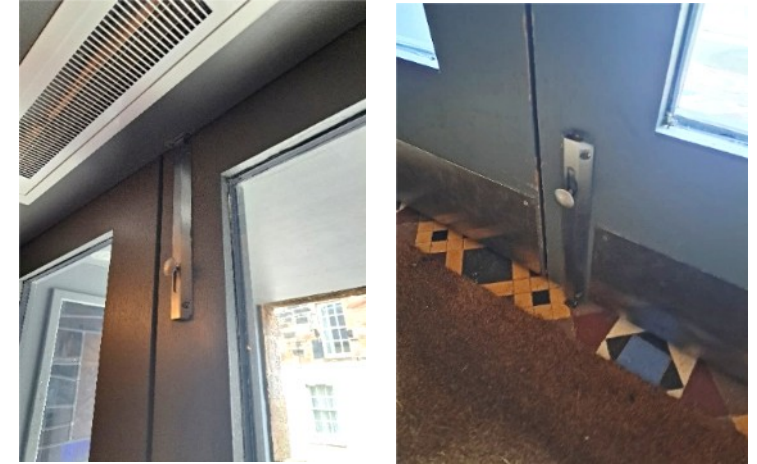
When you have unlocked the glass front doors and entered the building, please unbolt the front right-hand door, top and bottom.

**The glass front doors of the building MUST REMAIN UNBOLTED while Dreeel Halls is in use to ensure fire safety.**

## Hold-Open Internal Doors

Three sets of doors have hold open devices: the doors to the Lower Hall, the doors between the entrance hall and the Ground Floor kitchen and the door between the ground floor kitchen and the corridor to the WCs. When pushed open fully, the hold open device will keep the doors open. To close these doors please press the silver door release buttons and they will gently close, rather than pulling doors shut.

**The fire door between the ground floor kitchen and the corridor to the WCs must NOT be held open if the First Floor is occupied.**



*Unlock both the top and bottom bolts of the front doors*



# Building Procedures

## Entry Hall Lighting

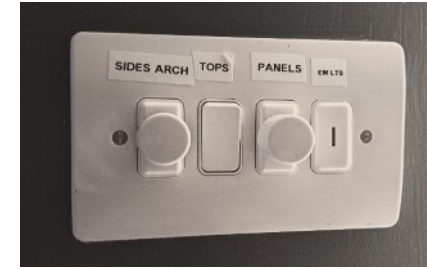
The lighting panel can be found on the side of the door frame of the main entry door, tucked away out of sight around the corner. There are three entry hall lights switches – two for the internal lights and one for the stained-glass display panels. The lights are labelled accordingly ‘SIDES ARCH’, ‘TOPS’, and ‘PANELS’

## Lower Hall Lighting

Two light switches control the Lower Hall lighting. The overhead lights switch can be found on the right-hand side of the arch as you first enter the Lower Hall. The string party lights switch is located opposite this, to the left of the arch as you enter the Lower Hall, placed on the wall above the stacked tables at the far side of the hall. Press in both buttons to turn on the party lights, these can be rotated to dim the lights as required.

## Upper Hall Lighting

Two light switches control the Upper Hall lighting. Both switches can be found to the left of the door as you enter the Upper Hall.



*Entry Hall lighting panel: Press in the ‘SIDES ARCH’ and ‘PANELS’ buttons.*

*Turn on the ‘TOPS’ lights using the switch in the middle.*



*Lower Hall: String party lights switch*

# Building Procedures

## Heating

Heating will usually be turned on remotely by the AIA in advance of a booking to preheat the spaces required. There are heating control panels located throughout the building, the heating temperature can be adjusted by using the UP/DOWN arrows until you reach the desired temperature and then selecting the TICK button.

**Please do not switch off the heating at the wall or on the panel – doing this means we cannot access the heating remotely for other hirers/users.**

**Please do not manually switch off the wall heaters when using the Upper Hall.**

## Wifi:

Free Wifi is available to all Dreel Halls building users, the account details are:

**Username: DH – Guest Password: 0478dreel**



# Building Procedures

## Ground Floor Kitchen

Hall hire/use includes the shared use of the kitchen. Please wash, dry and put away any crockery or cutlery that you use. Please leave the kitchen area clean, in the same condition as the beginning of your hire. All wall switches in the kitchen are labelled to help you to find on/off switches. The switch for the hot water is to the left of the sink. The switch for the dishwasher is to the right of the sink. If you use the dishwasher, please follow the instructions which can be found in the magazine folder in the kitchen.

**Please drain the dishwasher after use and leave the door open so it does not get mouldy.**

**For fire safety reasons, the door between the ground floor kitchen and the corridor to the WCs must NOT be held open if the First Floor is occupied.**

# Building Procedures

## Furniture and Equipment

Feel free to organise the tables and chairs as you wish, but please remember where things were when you arrived. The tables in the Lower Hall should be stacked as seen in the pictures.

**Please ensure that all furniture or equipment is returned to its correct place, leaving the halls in the same state as you found them at the beginning of your hire.**



*Please stack tables no higher than five*

# Building Procedures

## Cleaning

To keep our hall hire prices low we operate on a DIY basis – hirers are expected to leave the halls in the condition they find them (see A Word About Our Halls on the front page). There is a vacuum cleaner in the GF Kitchen. The cleaning cupboard is located in the GF corridor near to the WCs.

There are brooms, buckets/mop, cloths and dustpan and brush in the cleaning cupboard. There are also bin bags and cleaning products.

Please clear away any furniture you move around, returning it to where it was originally placed, vacuum or sweep the floors in all spaces that require it, mop the floors if necessary, clean the kitchen if used, clean the WCs if necessary and empty the bins and replace any bin bags. You are required to take any rubbish with you for disposal off-site. Extra toilet roll is kept in the GF Kitchen First Aid cupboard, next to the microwave. Additional cleaning supplies are kept in the GF kitchen, under the sink.

## Toilets and Drains

As Dreel Halls is a historic building, our drains are old and can be temperamental. They block easily and it costs us £150 each time we have to get them cleared. Please do not put any products other than toilet paper in them and please only use what you need! The biggest problem we have is wipes - even 'biodegradable'/'flushable' ones should go in the bins we have provided in the toilets.

**If you notice a problem, please notify a member of the Dreel Halls team *immediately*.**

# Building Procedures

## Closing the building

If you are locking up without an AIA representative, please go through the final checklist:

- Switch off all the lights.
- Do not turn off the heating, reset the thermostat to 5 degrees celsius.
- Clean the building and return all furniture to its correct place.
- Check that the building is empty before you leave (please include WCs and First Floor in your checks).
- Check that all windows and fire exits are closed.
- Re-bolt the right hand front door before you lock the front door from outside.
- Return the key to the key safe and make sure the key safe has locked itself before you leave.